

**SECRET**

57-2010

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Administrative/Support Workload at Small Stations  
and Bases

1. Attached are copies Nos. 7 and 8 of study entitled "Administrative/Support Workload at Small Stations and Bases", prepared by the Management Staff.

25X1

2. The study was discussed while in first draft with Mr. [ ] and two (2) items which he originally opposed have been omitted. The present version has been discussed with [ ] during [ ] absence.

25X1

3. Please note that the study concerns, for the most part, requirements originated by the support components and does not include the non-support type reports required by the DD/P organization for small stations.

L. K. WHITE  
Deputy Director  
(Support)

Attachments:

Staff Study, Subject as  
above (duplicate) w/tabs

**SECRET**

TRANSMITTAL SLIP		DATE
TO: <i>H. G. L.</i>		<i>7 Aug 57</i>
ROOM NO.	BUILDING	
REMARKS:		
<i>1 each to LO, Comptroller, OTR, Comm, and Pers. Div. Conversations today. Shank 7 Aug 57 Over</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE
TO: Management Staff		<i>29 July 1957</i>
ROOM NO.	BUILDING	
REMARKS:		
<p>1 copy of the report has been retained for our files and 1 copy has been forwarded to SSA-DD/S.</p>		
FROM:		
Executive Assistant to the DD/S		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1

*Secret*

TRANSMITTAL SLIP		DATE
[Redacted]		<i>19 Aug</i>
ROOM NO.	BUILDING	
REMARKS:		
<p>[Redacted] suggests that one of these "extra" copies be sent to him for use in discussions with RI. He suggests the other three copies be held for 30 days and if there are no requests for additional copies that they be destroyed.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

25X1

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1

TRANSMITTAL SLIP		DATE
TO: <i>Magmt. Staff</i>		<i>15 Aug 57</i>
ROOM NO.	BUILDING	
<i>551</i>	[Redacted]	
REMARKS:		
FROM:		
<i>DD/S</i>		
ROOM NO.	BUILDING	EXTENSION
<i>124A</i>	<i>EAST</i>	[Redacted]

25X1

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

C O P Y

TRANSMITTAL SLIP		DATE <b>AUG 15 1957</b>
TO: <b>D/Personnel</b> <b>D/Log; Compt (Acting); D/TR; D/Commo</b>		
ROOM NO.	BUILDING	
REMARKS:  I am forwarding for your information and guidance the attached report prepared by the Management Staff on "Administrative/Support Workload at [redacted]"		
While this report has not been approved formally and therefore does not have any directive force, the information contained therein should be of considerable assistance to you in furthering our current efforts in reducing the administrative workload at small Stations.		
FROM: <i>161 LKW</i> Deputy Director (Support)		
ROOM NO. <b>125</b>	BUILDING <b>East</b>	

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.**SECRET**

(47)

*Sent copies to  
DD/S on 7 Aug. 57*